

**SOCIAL WORKERS SECTION  
MARRIAGE AND FAMILY THERAPY, PROFESSIONAL COUNSELORS  
AND SOCIAL WORK (MPSW)  
February 2, 2005**

**PRESENT:** Eric Alvin, George Kamps, and Mary Jo Walsh

**EXCUSED:** Ada Williams-Parr

**STAFF PRESENT:** Kimberly Nania, Director of Health Service Professions;  
Jacquelynn Rothstein, Legal Counsel; Gina York, Bureau Assistant,  
Division of Enforcement staff and others during portions of the meeting

**GUESTS:** Marc Herstand, NASW; Joanne Barndt, UW-Milwaukee; Cindy West,  
Upper Iowa University; Bill Hanel, Self

**CALL TO ORDER**

George Kamps called the meeting to order at 9:22 a.m. A quorum of three members was present.

**APPROVAL OF AGENDA**

**Additions to the Agenda:**

- Open Session: Under Item D. – Add Flow Chart of Rules Process
- Closed Session: Under Deliberation of Other Monitoring Received After the Mailing of the Agenda- Add name Sheila Reichert

**MOTION:** Mary Jo Walsh moved, seconded by Eric Alvin, to approve the agenda as amended. Motion carried unanimously.

**ELECTION OF OFFICERS**

**MOTION:** Mary Jo Walsh moved, seconded by Eric Alvin, to nominate George Kamps for Chair. Motion carried unanimously.

**MOTION:** Eric Alvin moved, seconded by George Kamps, to nominate Mary Jo Walsh for Vice Chair. Motion carried unanimously.

**MOTION:** Mary Jo Walsh moved, seconded by George Kamps, to nominate Eric Alvin for Secretary. Motion carried unanimously.

## APPROVAL OF MINUTES OF NOVEMBER 17, 2004

### Amendments to the Minutes:

- Page 1: In Guests- Change “Staerel” to “Staerke”
- Page 3: Delete one of the Zlimen names.

**MOTION:** Eric Alvin moved, seconded by Mary Jo Walsh, to approve the November 17, 2004 minutes as amended. Motion carried unanimously.

### ADMINISTRATIVE REPORT

Kimberly Nania, Division of Board Services Administrator, shared that a new Bureau Director has been hired for the Bureau of Health Service Professions; his name is Jeff Scanlon and will start February 7, 2005. Dr. Nania will be providing guidance and orientation to his new position and Gina York will be his Bureau Assistant. There has not been a new Department Secretary appointed at this time. Dave O’Connell, Division of Enforcement, has taken a new position outside of the Department.

Dr. Nania did an annual review of department policies. They are as follows:

- A) Travel Rules and Policies: Annual meetings, intent to travel, In-State and Out-of-State travel were discussed and handouts were provided indicating the allowances for travel and limitations on in-state and out-of-state travel. The Section gets one annual meeting a year in which a designee can attend. Section approval is required to attend such annual meetings and the paperwork for the intent to travel would need to be submitted prior to attending.
- B) The Hotel Policy: This policy was reviewed with the Section regarding hotel room reservations for all meetings. The hotel policy is as follows:

### DEPARTMENT POLICY

- 1. If the Board Member is not going to use the reserved hotel room, it is the **responsibility of the Board Member** to cancel the room by calling the hotel themselves. If the room is not cancelled, the Board Member would be responsible to pay the bill.
  - 2. If we cancel a meeting because of lack of quorum or no business, it should be our responsibility to cancel any room reservations.
- C) The Quorum Confirmation Policy: This policy was reviewed with the Section and it was clarified with them that if we do not hear from board members we would assume they will be attending the meeting. We will not be checking for a quorum each time. Only if we are contacted by two or more individuals indicating they will not be able to attend an upcoming scheduled meeting will we contact Section members to verify a quorum.

The hotel reservation list was reviewed at each Section meeting of the MPSW Joint Board. Any changes will be forwarded to Roxanne Peterson who will make corrections to the room reservations as indicated from the Section and also adjust and verify any Joint Board meeting accommodations that are in connection with those dates.

The roster was routed at the MPSW Joint Board held on February 1, 2005. All corrections or additions made at that time will be forwarded to Roxanne Peterson to update the roster with the information provided for both the Section and Joint Board.

### **COPY OF APPROVED 2005 MEETING DATES**

The Section received a copy of their approved 2005 meeting dates for their records. The Section had a discussion regarding the application review dates and times, which are scheduled the day before the each Social Work Section meeting, and took the following action.

**MOTION:** Eric Alvin moved, seconded by Mary Jo Walsh, to have all application review sessions be posted for 11:00 a.m.. Motion carried unanimously.

### **PRESENTATION OF PROPOSED STIPULATIONS**

Attorney Jack Zwieg presented three stipulations to the Section regarding Mark P. Peterson, CSW (04 SOC 010); Margaret A. Pofahl, LCSW (01 SOC 004); and Michelle Glynn Arrowood (01 SOC 009) at today's meeting. These cases will be deliberated on in closed session later in today's meeting.

### **PRESENTATION OF PROPOSED STIPULATIONS SIGNED AFTER THE MAILING OF AGENDA**

None.

### **SUMMARY REPORTS ON PENDING COURT CASES, DISCIPLINARY CASES AND ADMINISTRATIVE RULES AND PRESS RELEASES**

Jacquelynn Rothstein, Legal Counsel, reviewed the summary reports with the Section at today's meeting. Attorney Rothstein updated the Section on the status of the recordkeeping rule and the temporary certification rule. Both of these rules are waiting for the rule analysis to be completed, and the fiscal impact portion, then these rules will be forwarded to Pamela Haack, Legal Office to move forward in the rulemaking process.

### **STATUS OF RULES AND STATUTES BY LEGAL COUNSEL**

**SCOPE STATEMENT REGARDING POST-GRADUATE EDUCATION  
AND FIELD EXPERIENCE FOR LICENSURE AS A  
CLINICAL SOCIAL WORKER**

Jacquelynn Rothstein, Legal Counsel, and Kimberly Nania , Bureau Director, reported that both the scope statement and the analysis of surrounding states have been completed regarding the postgraduate LCSW legislation. This was submitted to Pamela Haack, Legal Office, for publication and advancement in the rulemaking process.

Marc Herstand, NASW, expressed concerns and the obstacles, which have surrounded this legislation and urged the Department to utilize the emergency rule process for this piece of legislation. Mr. Herstand wanted to know when this emergency rule would start so a resolution for applicants can be reached and completed applications can be processed by the Department. He emphasized that due to the significant delay in the submission of this rule it has affected individuals employment as an LCSW. Applicants have been waiting for a long time for this legislation and individuals are being blocked from employment advancement. Other guests at today's meeting provided several examples and scenarios and how it adversely affected those individuals and strongly supported doing an emergency rule. Due to the lack of having this rule, it has also caused some problems in the insurance area and some companies are now using this as a basis to deny services.

At the last meeting, the Section made a motion to have the emergency rule process to start at the same time as the regular rulemaking process. After additional discussion at today's meeting the Board made the following motions.

**MOTION:** Eric Alvin moved, seconded by Mary Jo Walsh, to request Legal Counsel to draft language as discussed to address the specific number of hours allowed for substituting supervised clinical work experience for the supervised clinical field training. Specifically to allow 1500 hours including 500 hours of face-to-face client contact. Motion carried unanimously.

**MOTION:** Eric Alvin moved, seconded by Mary Jo Walsh, to forward and use the same language for the proposed rule as for the emergency rule. Motion carried unanimously.

**MOTION:** Eric Alvin moved, seconded by Mary Jo Walsh, to accept the following proposed statement that the Section finds that an emergency exists because applicants are not being permitted to substitute a specified number of hours of supervised clinical work experience for their supervised field training as provided under s. 457.06, Wis. Stats. As a result, they are unable to become licensed as clinical social workers and cannot obtain employment as licensed clinical social workers. Additionally, third party billing may only be obtained through some insurers by licensed clinical social workers. Motion carried unanimously.

**MOTION:** Mary Jo Walsh moved, seconded by Eric Alvin, to amend the MPSW 2.01(9) to eliminate the forty percent requirement and instead require the following: A total of four courses with one course in psychopathology, and three courses in the remaining areas listed in existing 2.01(9). Motion carried unanimously.

#### **MPSW RULE 1.09 ALCOHOL AND DRUG COUNSELING (CR 04-044) EFFECTIVE DATE**

The Section was notified at today's meeting that the MPSW Rule 1.09 rule (CR 04-044) has went into effective on February 1, 2005. Jacquelynn Rothstein, Legal Counsel, asked Section members to place a copy in their code books for future reference.

#### **MPSW 4.01 SUPERVISED PRE-CERTIFICATION AND PRE-LICENSURE SOCIAL WORK (CR 03-098) EFFECTIVE DATE**

The Section was notified at today's meeting that the MPSW 4.01 rule (CR 03-098) has went into effective on February 1, 2005.

#### **FLOW CHART OF ADMINISTRATIVE RULES PROCESS**

Jacquelynn Rothstein, Legal Counsel, submitted another more recent version of the flow chart for the rules process at today's meeting. The Section asked if this flow chart also reflects the path for an emergency rule. Attorney Rothstein directed them to the portion of the material, which goes over the emergency rule process and the specific timelines. She informed the Section that if an emergency rule is the process chosen by a Board or Section, emergency rules are only in effect for 120 days. Therefore, the regular rules would need to be completed by that time.

#### **HEARING ON DENIAL OF APPLICATION REGARDING WILLIAM LABINE**

A Class 1 Hearing was held at 11:04 a.m. regarding a denial of application for William Labine. This will be deliberated on later today in closed session.

#### **DISCUSSION REGARDING CLINICAL CONCENTRATION GUIDELINES FOR THE FORTY PERCENT REQUIREMENT**

The Section discussed information they received from universities and colleges regarding the forty percent requirement for clinical concentration and their adding of additional courses to meet the needs of students and potential applicants.

George Kamps reviewed what the Ad-Hoc Committee had accomplished at their meetings and what recommendations were made to the Section for further action. The Section wanted to create language to clarify clinical concentration and the forty percent requirement. George Kamps contacted previous Ad-Hoc Committee members and allowed them an opportunity to provide specific information at today's meeting supporting the Committee's recommendations. The Section discussed at length how to define what is clinical field experience verses clinical work and provided some examples of how this is calculated.

After a lengthy discussion, George Kamps provided Attorney Rothstein with the specific wording the Section wished to have in the rule to ensure it reflects and accomplishes the intent of the Section. (Please refer to the portion of this document under the heading "Scope Statement Regarding Post-Graduate Education and Field Experience for Licensure as a Clinical Social Worker" for motions made regarding LCSW legislation)

## **TWO YEAR REVIEW OF SWTC COURSES**

The Section discussed that there are several schools, which offer courses for the social work training certificate, that will be coming up for their two year review. The Section took the following action.

**MOTION:** Eric Alvin moved, seconded by Mary Jo Walsh, to request Barbara Showers to send a letter to schools, up for the two-year review offering SWTC courses, that if there are no changes in the instructor, course content, text, syllabus, or any other substantive changes they may continue and note that this is an ongoing process. Motion carried unanimously.

## **DISCUSSION REGARDING FOREIGN DEGREE EQUIVALENCY**

Barbara Showers, Office of Education and Examinations, and Jan Neitzel, Credentialing Office, shared the new information received from CSWE regarding the International Social Work Degree Recognition and Evaluation Service. They shared information they received with the Section and that this service is being provided by CSWE and is available to refer individuals to them.

## **ONLINE JURISPRUDENCE EXAMINATIONS**

Barbara Showers, Office of Education and Examinations, informed the Section that the Department is pilot testing software to replace the current mail home jurisprudence examinations with online testing. The software program is easy to use and candidates receive their score immediately upon completion of the exam. There is not an increase in the fee for taking the exam online and will remain at the current level of \$57. Dr. Showers shared that her office will be monitoring this online exam to ensure there are no major issues or concerns surrounding this new testing format. At this time, she has not seen any problems.

**APPROVAL OF PSYCHOMETRIC TESTING**

None.

**APPROVAL OF PSYCHOMETRIC TESTING AFTER THE MAILING  
OF THE AGENDA**

None.

**SCREENING PANEL REPORT**

The Screening Committee screened two complaints on January 5, 2005. There were no cases opened, two cases were not opened due to no violation, and no cases which needed more information.

The Screening Committee screened five complaints on February 2, 2005. There were two cases opened, two cases not opened due to no violation, and one case which needed more information.

**SPEAKING ENGAGEMENT REQUESTS**

None.

**CORRESPONDENCE AND INQUIRIES RECEIVED BY LEGAL COUNSEL**

None.

**INFORMATIONAL ITEMS**

**ASWB BOARD MEMBER TRAINING**

**MOTION:** Eric Alvin moved, seconded by Mary Jo Walsh, to designate Mary Jo Walsh and Eric Alvin to attend one of the new board member training sessions offered by ASWB. Motion carried unanimously.

**CONSULTING WITH LEGAL COUNSEL**

The Section consulted with Jacquelynn Rothstein, Legal Counsel, throughout today's meeting as needed.

**VISITOR COMMENTS**

Noted.

**CONVENE TO CLOSED SESSION**

**MOTION:** Eric Alvin moved, seconded by Mary Jo Walsh, to adjourn to closed session pursuant to Wisconsin Statutes 29.85(1)(a)(b)(f) and (g), to review applications, deliberate on proposed stipulations, deliberate on administrative warnings; deliberate on hearings or appearances for denial of applications; review monitoring cases; review DOE cases, and consult with legal counsel. Roll Call Vote: Eric Alvin-yes; George Kamps-yes, Mary Jo Walsh-yes. Motion carried unanimously.

Open Session recessed at 2:28 p.m.

**RECONVENE INTO OPEN SESSION**

**MOTION:** Mary Jo Walsh moved, seconded by Eric Alvin, to reconvene into Open Session. Motion carried unanimously.

Open Session reconvened at 4:08 p.m.

**VOTING ON ITEMS CONSIDERED OR DELIBERATED ON IN CLOSED SESSION**

**IMPAIRED PROFESSIONALS PROCEDURE (IPP)**

None.

**DELIBERATION ON MONITORING CASES RECEIVED AFTER THE  
MAILING OF THE AGENDA**

**SHEILA REICHERT**

**MOTION:** Eric Alvin moved, seconded by Mary Jo Walsh, to grant reinstatement of full licensure to Sheila Reichert. Motion carried unanimously.

**DELIBERATION ON HEARING REGARDING DENIAL OF APPLICATION**

**WILLIAM LABINE**

**MOTION:** Eric Alvin moved, seconded by Mary Jo Walsh, to reaffirm the denial of William Labine's application. Motion carried unanimously.



## **STIPULATIONS**

### **MARK P. PETERSON, CSW**

**MOTION:** Eric Alvin moved, seconded by Mary Jo Walsh, to adopt the Findings of Fact, Conclusions of Law, Order and Stipulation in the matter of Mark Peterson, CSW. Motion carried unanimously.

### **MARGARET A. POFAHL, LCSW**

**MOTION:** Eric Alvin moved, seconded by Mary Jo Walsh, to adopt the Findings of Fact, Conclusions of Law, Order and Stipulation in the matter of Margaret A. Pofahl, LCSW. Motion carried unanimously.

### **MICHELLE GLYNN ARROWOOD, CSW**

**MOTION:** Eric Alvin moved, seconded by Mary Jo Walsh, to adopt the Findings of Fact, Conclusions of Law, Order and Stipulation in the matter of Michelle Glynn Arrowood, CSW. Motion carried unanimously.

## **DELIBERATION OF PROPOSED STIPULATIONS THAT MAY BE SIGNED AFTER MAILING OF AGENDA**

None.

## **DELIBERATION OF PROPOSED FINAL DECISIONS AND ORDERS IN THE MATTER OF DISCIPLINARY PROCEEDINGS RECEIVED AFTER THE MAILING OF THE AGENDA**

None.

## **ADMINISTRATIVE WARNINGS**

### **04 SOC 026**

**MOTION:** Eric Alvin moved, seconded by Mary Jo Walsh, to issue an administrative warning regarding case **04 SOC 026**. Motion carried unanimously.

**DELIBERATION OF PROPOSED ADMINISTRATIVE WARNINGS  
RECEIVED AFTER MAILING OF AGENDA**

None.

**DSM IV, QUESTIONS TO BE ADDED**

George Kamps had one additional question to add to the DSM IV questions. Chair Kamps will update the question list and provide a copy to Kimberly Nania for reference.

**DIVISION OF ENFORCEMENT CASE STATUS REPORT**

**MOTION:** Mary Jo Walsh moved, seconded by Eric Alvin, to close case  
**04 SOC 042** for no violation. Motion carried unanimously.

**MOTION:** Eric Alvin moved, seconded by Mary Jo Walsh, to close case  
**04 SOC 047** for no violation. Motion carried unanimously.

**APPROVAL OF APPLICATIONS REVIEWED WITH JAN NEITZEL**

**MOTION:** Eric Alvin moved, seconded by Mary Jo Walsh, to approve the applications approved, deny the applications denied, and to request further information on applications where needed. Motion carried unanimously.

**CLINICAL FILES**

BLACKBURN, CARMA-deny  
BUCKETT, DAMON-deny  
BUTZEN, AMELIA- deny  
BUCARO, DIANE-deny  
CASS, PAM-approved  
CASTILLO, JILL- approved  
COWLES, TERRY- approved  
DIXON, FRANCINE- deny  
GILL-MAST, VALERIE- deny  
GRAEBER, PAULA- deny  
HANSEN, LYNN- deny  
KING, MARY BETH- approved  
LABINE, WILLIAM deny  
LAMANTIA, SUSAN- deny  
MAY, MARY- deny  
NELSON, RACHEL- approved  
ROSS, KATHLEEN- approved  
STANGEL, KIMBERLY- deny  
WENGER, MARGOT- deny  
WITT, TODD-more information

ZAMORA, CRISTOBAL- deny

**MISCELLANEOUS REVIEW**

HOCK, SARAH

SPRUCE, CHERYL

**SWTC**

BOBBE, PAULINE-employment

BROWN, LISA-experience- approved

BURKHALTER, AMY-new plan approved

BURKHALTER, AMY-old plan denied

CROOKS, SUSAN-experience- approved

DECKER, MARY LOU-degree

GOERGEN, LAURA-coursework- deny

HANNEMAN, JAMI-class- approved

MITCHELL, ALFREDA-degree- deny

MORRIS, CAROLYN-experience- deny

NEITZEL KNOX, JANET-degree- deny

ODONNELL, VICTORIA- deny

OLSON, AMY-course- deny

PURCELL, LINDA-experience- approved

RAKOWSKI, JOHN-experience- approved

SCHOOLCRAFT, MICHELLE-course- approved

STERKEN, JANET-experience- approved

SAMPLE, KELLY-degree-more information

STURGEON, SARAH-degree- deny

SPEIGELHOFF, MARIEKE-degree- deny

WESTOVER, JACQUELINE-degree- approved

**OTHER SECTION BUSINESS**

At today's meeting George Kamps shared information from his conversation with Christopher Klein, the Department's legislative liaison, regarding the proposed requirement of 400 hours for internships for SWTC applicants. Mr. Klein stated that the Department would not routinely oppose this legislation. Mr. Kamps clarified that the Section's desire is to coordinate the Bureau Director, Legal Counsel, Christopher Klein, and the Social Work Section in seeking mutual support for this proposal and would like to continue to confer with Mr. Klein. Kimberly Nania shared that when the scope statements are drafted, the new Bureau Director, Jeff Scanlan, will consult with Jacquelynn Rothstein, Legal Counsel, and she will advise him on the rulemaking process for this Section's proposed rules.

**ADJOURNMENT**

**MOTION:** Eric Alvin moved, seconded by Mary Jo Walsh, to adjourn the

meeting at 4:14 p.m. Motion carried unanimously.